

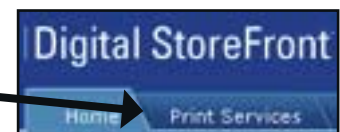
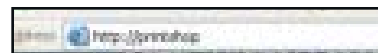
Using Digital Store Front

1. Before submitting an order to the Digital Store Front, you will need to convert the existing document to an Adobe PDF file.
2. If the document was created with a Microsoft Office program, this feature is a part of the Office system.
3. Open the document, select the **[Office]** button at the top left side of the screen.
4. Scroll down to **[SAVE AS]**, select **[PDF or XPS]**. Select **[PUBLISH]**.



Logging into Digital Store Front

1. To access the Digital Store Front, open Internet Explorer, enter **http://printshop** in the address window and select the **[Go]** button.
2. Enter your username (Katy ISD e-mail address including the **"@katyisd.org"**) and your normal network password.
3. Select the **[Print Services]** tab.



Print Services

1. Select the **[Print Services]** tab.
2. Notice that you now have several print services to select from:
 - Copies
 - Brochures
 - Booklets
 - Binders
 - Books
3. Select the **[Begin]** button under the Copies Services.



Uploading Saved Adobe PDF Documents

1. On the Print Services page, select the [Browse] button.
2. Navigate to the saved Adobe PDF file. Select [Open].
3. Select the [Upload] button to upload the document into the Digital Store Front.
4. The document will now appear below the Upload Digital box.
5. Now you are ready to proceed with print services. See next page.

Upload Digital Offline Material Saved Files(5)

Files Upload
Click the Browse button to select a file from your computer and then click the Upload button to begin uploading it.

Attach File: **Browse...**

☐ Save this file to use again later

Upload



Processing Your Document

This process may take a few minutes depending on the size and complexity of the files.

✓ Uploading file

➔ Preparing file to print

Print Services

PRINT SERVICES COPIES> Quantity:

File(s)

- Paper
- Tabs
- Collation
- Color
- Cutting
- Duplex
- Finishing
- Padding
- Print Shop Processing
- Punching
- Slipsheets
- Stapling
- Notes

My Selections:

- 1 files selected
- White 20# 8.5x11
 - White
 - US Letter
 - Bond (20 pound)/ 75

Upload Digital Offline Material Saved Files(5)

Files Upload
Click the Browse button to select a file from your computer and then click the Upload button to begin uploading it.

Attach File: **Browse...**

☐ Save this file to use again later

Upload

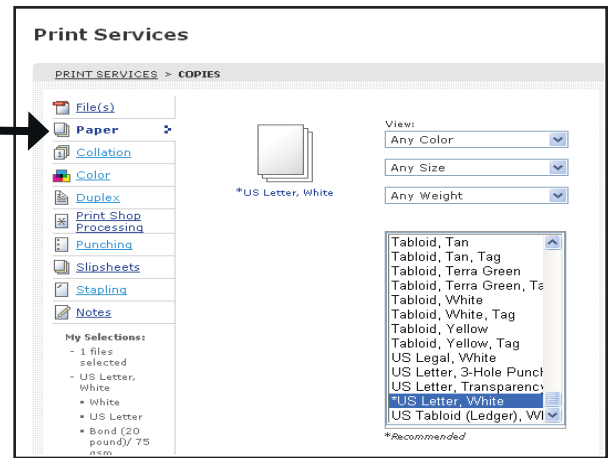
File(s) Added to This Job
Files will be printed in the order they appear below. Please enter any special instructions under the Notes tab.

SummerFun.pdf (1 Page)

Uploaded : 4/7/2008 11:18:17 AM

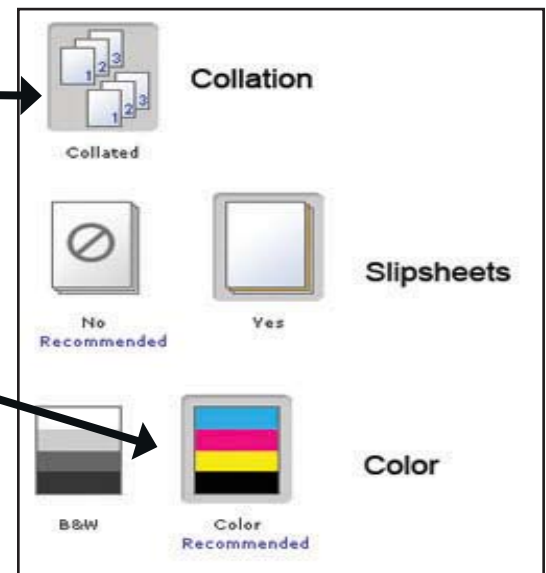
Selecting Paper

1. Select the **[Paper]** link on the left.
2. Choose Color, Size, & Weight from the drop down menus.
3. If job requires colored paper, select the desired paper color.



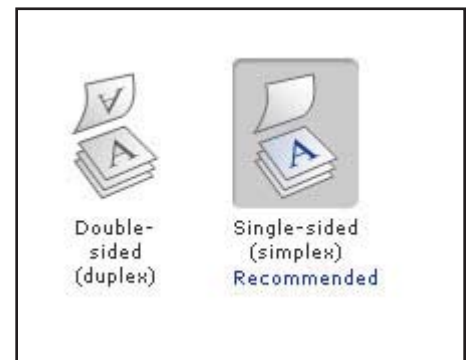
Collation, Slip sheets, and Color

1. Select the **[Collation]** link on the left.
2. Select the desired Collating option.
3. Select the Slip sheet icon to add a slip sheet in between each individual group of copies.
4. Select the **[Color]** link to print the job in Black and White or in Color.



Duplex-Double Sided or Single Sided

1. Select the **[Duplex]** link on the left.
2. Select the desired Duplex option.



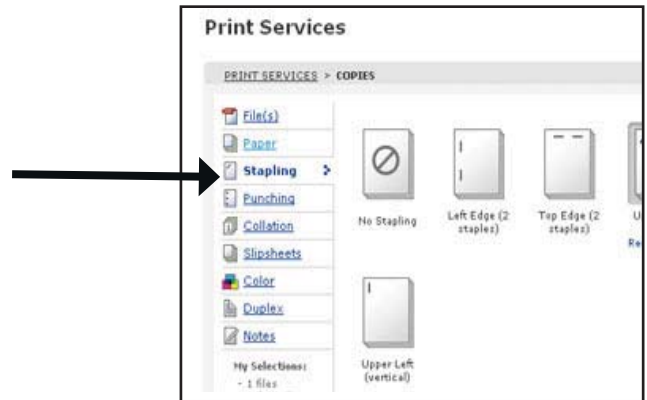
Punching

1. Select the **[Punching]** link on the left.
2. Select the desired Punching option.



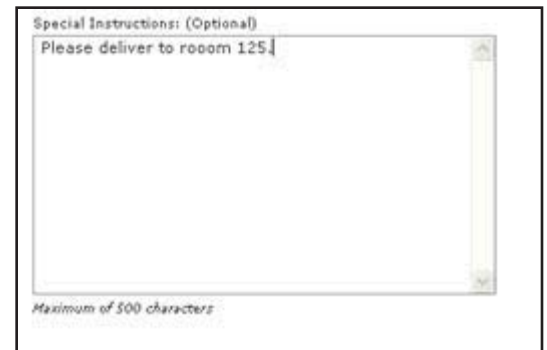
Stapling

1. Select the **[Stapling]** link on the left.
2. Select the desired Stapling option.



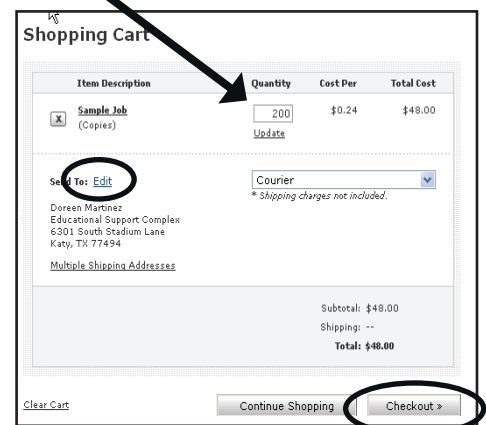
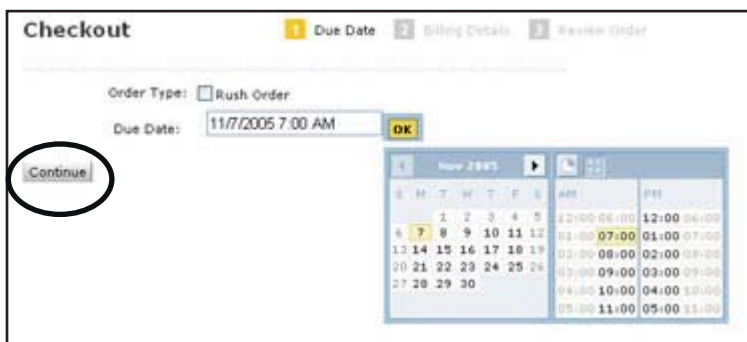
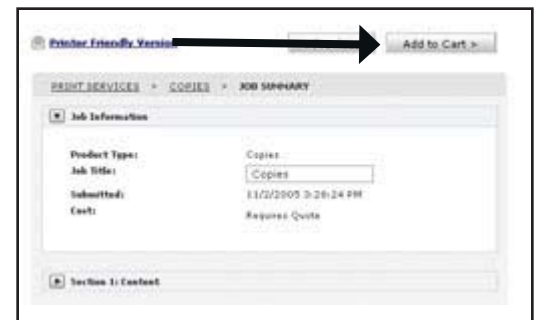
Notes

1. Select the **[Notes]** link on the left.
2. Add any special instructions in the text box.
3. Maximum amount of characters is 500.



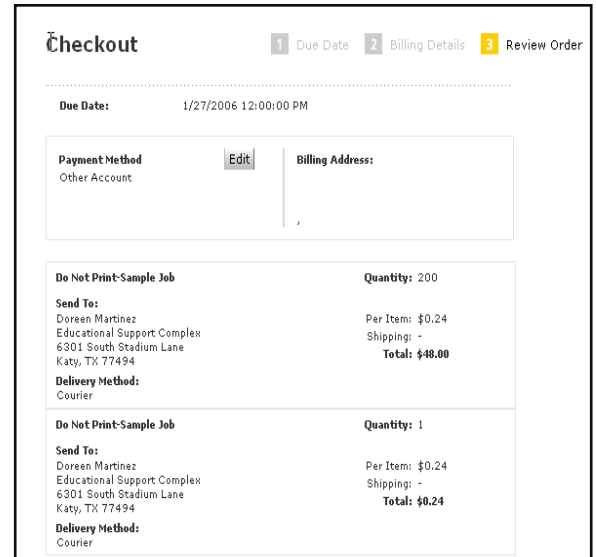
View Summary and Proceed to Check Out

1. Select the **[View Summary]** button on the lower right hand side of the page.
2. Select the **[Add to Cart]** button to proceed to Check Out.
3. Enter the number of copies in the Quantity text box, select the **[Update]** link below.
4. To enter or edit the shipping address select the **[Edit]** link to the right of **Send To:**
5. Select the **[Checkout]** button.
6. Select the Due Date using the Calendar. Select the **[Continue]** button when finished.



Check Out

1. The completed order will appear on the screen. Review the details carefully and note the cost of the print job. Once satisfied, select the **[Place Order]** button at the bottom of the screen.
2. The **Confirmation Screen** containing the Confirmation number will be displayed. The job order will be sent to your designated approver for review. Once the approver has approved the order, it will be sent to production. An e-mail notification of the status of the order will be sent once order has been approved or rejected.
3. Order status can be checked by going to <http://printshop>. Log in with e-mail address and password. Select the **[My Account]** tab. Select the **Order Status** link to check on submitted jobs.



Checkout 1 Due Date 2 Billing Details 3 Review Order

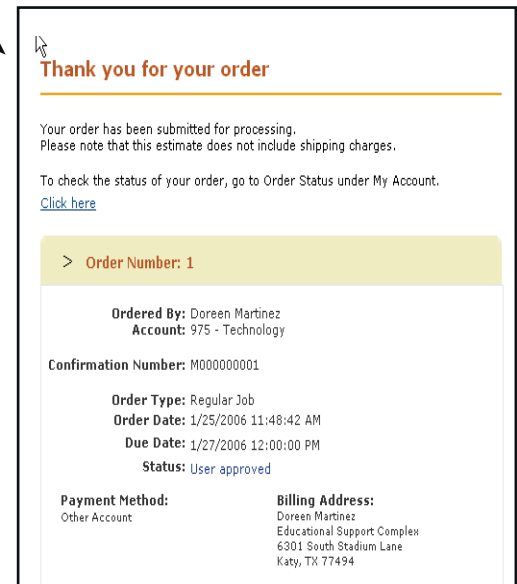
Due Date: 1/27/2006 12:00:00 PM

Payment Method Other Account	Billing Address:
--	-------------------------

Do Not Print-Sample Job	Quantity: 200
Send To: Doreen Martinez Educational Support Complex 6301 South Stadium Lane Katy, TX 77494	Per Item: \$0.24 Shipping: - Total: \$48.00
Delivery Method: Courier	

Do Not Print-Sample Job	Quantity: 1
Send To: Doreen Martinez Educational Support Complex 6301 South Stadium Lane Katy, TX 77494	Per Item: \$0.24 Shipping: - Total: \$0.24
Delivery Method: Courier	

Confirmation Screen



Thank you for your order

Your order has been submitted for processing.
Please note that this estimate does not include shipping charges.

To check the status of your order, go to Order Status under My Account.
[Click here](#)

> **Order Number: 1**

Ordered By: Doreen Martinez Account: 975 - Technology	
Confirmation Number: M000000001	
Order Type: Regular Job Order Date: 1/25/2006 11:48:42 AM Due Date: 1/27/2006 12:00:00 PM Status: User approved	
Payment Method: Other Account	Billing Address: Doreen Martinez Educational Support Complex 6301 South Stadium Lane Katy, TX 77494

Using the Online Catalog

1. Some Katy ISD forms and publications are available in the Online Catalog.
2. **Very Important Note: When placing orders via DSF, please place only one item in your cart and check out. Doing so will insure that you have a tracking number of each item that you order and that the order is produced, delivered and charged correctly. DSF orders with multiple items on the order will be cancelled and you will be asked to resubmit the order.**
3. Select the **[Online Catalog]** link.





Three categories are available:

1. Curriculum & Instruction
2. District Communications
3. District Forms

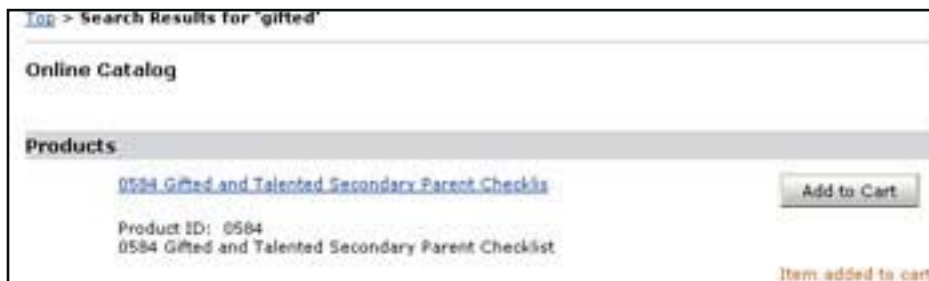
4. Forms can be located by using the Search box. Enter the key word from the title of the form and then select the **[Search]** button.



5. Forms matching the search criteria will appear in the window to the right.



6. Scroll down to the desired form, on the far right side of the screen, select the **[Add to Cart]** button.



7. To check out and submit the order, select the **[Cart: 1 Items]** icon at the top of the screen.



**Remember only
submit one item in
the cart per order.**

8. Enter the number of desired copies in the Quantity box, click **[Update]** below to adjust the price to reflect the number of copies.

Item Description	Quantity	Cost Per	Total Cost
8584 Gifted and Talented Secondary Parent Checklist (8584 Gifted and Talented Secondary Parent Checklist)	200	\$0.01	\$2.01

Send To: **IKON Delivery**
* Shipping charges not included.

Doreen Martinez
Educational Support Center
6301 South Stadium Ln.
Katy, TX 77494

Multiple Shipping Addresses

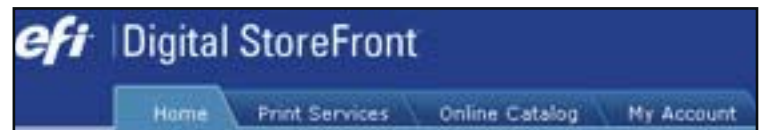
Subtotal: \$2.01
Shipping: --
Order: \$0.00
Total: \$2.01

Clear Cart Continue Shopping Checkout >

9. Select the **[Checkout]** button, to complete the order.

Checking Order Status

1. Open Internet Explorer, enter **http://printshop** in the address window and select the **[Go]** button.
2. Enter your username (Katy ISD e-mail address including the "**@katyisd.org**") and your normal password.



3. To check status of an order, select the **[My Account]** tab.
4. Select the **[Order Status]** link.
5. Submitted orders and status will be displayed on screen.
6. Select **[View Detail]** to see details about orders.